



ILLINOIS


Rod R. Blagojevich, Governor

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

Maureen O'Donnell, Acting Director

MEMORANDUM

TO: Consolidated & Selected Agency Directors, Chief Financial Officers, and Chief Information Officers

FROM: Doug Kasamis, Acting Deputy Director – Bureau of Communication & Computer Services 

DATE: September 21, 2007

SUBJECT: Submission of FY08 & FY09 Business and Resource Needs

Pursuant to Public Act 93-0839, the Central Management Services (CMS) - Bureau of Communication and Computer Services (BCCS) has assumed responsibility for the statewide Information Technology (IT) infrastructure. In order for BCCS to accurately forecast demand for State resources (people, equipment, and dollars), that may be necessary to support both ongoing and proposed Project Charters and Enterprise Service Requests (ESRs), we request your cooperation and collaboration in gathering specific business and budgetary information. The information requested pertains to 1) anticipated growth in your agency's Business as Usual (Operations and Maintenance), 2) forecasted Business Initiatives (Programs and Projects), 3) demand for planned and existing Enterprise IT Services, and 4) other IT budgetary funding authorized for the current fiscal year (FY08) and/or anticipated for subsequent fiscal years (FY09).

This information will be utilized to synchronize and prioritize BCCS and Agency spending plans within the spending authority granted for FY08 as well as to synchronize and forecast BCCS & Agency FY09 budget submittals. It is imperative that BCCS receive the requested information for FY08 no later than October 19, 2007 and the FY09 information no later than November 16, 2007. These due dates are necessary to accommodate the requisite analysis, planning, budgeting and allocation of limited State resources. Failure to provide complete, accurate and timely information may result in inordinate delay, or cancellation of project and/or service requests, due to the limited State resources available to collectively service Agency Information Technology requests.

The Enterprise Program Management Office (EPMO) will capture the submitted information in a comprehensive Project Portfolio database. Your designated agency representatives will be granted access to this database to accommodate your updates and additions, (see attached instructions for accessing the database). All financial questions should be directed to Druanne Allen, Business Services, at (217) 524-1228; all Program and Project questions should be directed to Michael Porter, Enterprise Program Management, at (217) 557-9965. Please feel free to contact them for additional information.